

[Insert Logo and Partnering Aboriginal Community Controlled Organisations Logo's]

The Chairperson

AH&MRC Human Research Ethics Committee
Harvey Street Little Bay
NSW 2036 Australia
Email: ethics@ahmrc.org.au
Telephone: (02) 9212 4777

[Instructions: *This letter will act as a cover letter/ letter of support. The organisational consent form and research agreement must be attached by the researchers, these must be agreed upon by the participating Aboriginal Community Controlled Organisation's CEO or Chairperson. Please PDF once finalised.]*

[INSERT DATE]

Dear AH&MRC HREC Chairperson,

I write to you on behalf of **[INSERT NAME OF PARTICIPATING ABORIGINAL COMMUNITY CONTROLLED ORGANISATION]** to advise that we support the project **[INSERT PROJECT TITLE]** that we understand will be submitted to the Aboriginal Health & Medical Research Council (AH&MRC) Human Research Ethics Committee (HREC) for review.

We have met with **[INSERT CHIEF INVESTIGATOR]** to discuss the project. The research is of interest and potential benefit to the community, and we have had an opportunity to consider the research, our involvement and shape the research question, methodology, design and research tools.

We have been provided with an opportunity to consider the research project, decide how it might best be undertaken in partnership with our community, and to negotiate an agreement on key parameters consistent with the *Keeping Research on Track II* guideline.

[INSERT DETAILS OF INVOLVEMENT TO DATE AND HOW YOUR ORGANISATION WILL BE INVOLVED IN THE FUTURE]

Please find attached the signed organisational consent form and a copy of the research agreement.

We understand that the AH&MRC HREC may be in contact with us to confirm this support and that the researchers must advise us of and negotiate any changes to this research proposal.

Kind Regards,

[INSERT E-SIGNATURE]

**[INSERT CEO OR CHAIRPERSON NAME]
[INSERT ORGANISATION]**

**AH&MRC HUMAN RESEARCH ETHICS COMMITTEE
CONSENT FORM**

ABORIGINAL COMMUNITY CONTROLLED ORGANISATION

[Instructions: This consent form is developed to assist the CEO or Chairperson of the participating Aboriginal Community Controlled Organisation in providing consent to research that they agree to. The cover letter/ letter of support, organisational consent form and research agreement, help us see whether your service has been a part of the design and negotiations. The Aboriginal Community Controlled Organisation must agree to the research occurring before we can approve. If you require support, you may contact the AH&MRC HREC on ethics@ahmrc.org.au Please PDF once finalised.]

Full project title:	
Protocol version number:	

Chief Investigator:	
First Name:	
Last Name:	
Address:	

I, **[INSERT NAME OF CEO OR CHAIRPERSON]** can confirm that the **[INSERT NAME OF PARTICIPATING ABORIGINAL COMMUNITY CONTROLLED ORGANISATION†]** gives its consent to the above research project, subject to the following conditions:

- 1** We have discussed and negotiated the process for our organisation to withdraw consent to participate.
- 2** The purpose of the research, as outlined in the attached research brief and research agreement, has been explained. We have had the opportunity to ask questions about the project. We have received satisfactory answers to our questions. We have been given adequate time to consider the appropriateness of the project.
- 3** We have been provided with the following information in writing:
 - The names of all people and organisations that are responsible for the security of data and who will have access to the data.
 - Details of the proposed storage and destruction of data.
 - Details about the ownership of data.
 - Details about how long the data may be kept.
- 4** The researcher will need to obtain additional consent from us if there are any changes to the project from the information provided under paragraphs [2] and [3] above.
- 5** Any information that any member of our staff provides, or any personal details of our clients obtained in the course of this research, are confidential and any information that could identify individual participants will neither be used nor published.
- 6** Unless otherwise explicitly agreed, any information provided in the course of this research that identifies our organisation or the Aboriginal community which it serves will not be used nor published without our written permission.

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- 7 The researcher will ensure there is continuing consultation with the community and our organisation during the course of the research. The research will not proceed until all required negotiation has occurred to our satisfaction.
- 8 The ethical provisions relating to the health of Aboriginal people, as set out in AH&MRC and NHMRC publications, will be complied with and the project will not proceed until the AH&MRC Ethics Committee has endorsed the project.
- 9 The researchers will obtain the written individual consent of all participants in the research.

10 Concerns or complaints related to this project should be sent to the AH&MRC Ethics Committee:	The Chairperson AH&MRC Ethics Committee Harvey Street Little Bay NSW 2036 Australia Email: ethics@ahmrc.org.au Telephone: (02) 9212 4777
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- 11 Additional terms of agreement: Complete the research collaboration agreement in this template.
- 12 The Aboriginal Reference Group must be satisfied with the terms of reference and agree to participate in the group.

Signed on behalf of [INSERT NAME OF PARTICIPATING ORGANISATION]

Name:	
Position:	
Signature:	Date:
Witnessed by:	Date:

Declaration by Chief Investigator

I have given a verbal explanation and provided all relevant documentation of the research project, in lay terms and provided the research agreement to participating Organisation; its procedures and risks and I believe that the participant has understood that explanation. I understand the above-mentioned conditions 1 – 12.

Name:	
Signature:	Date:
Witnessed by:	Date:

**AH&MRC HUMAN RESEARCH ETHICS COMMITTEE
RESEARCH COLLABORATION AGREEMENT**

ABORIGINAL COMMUNITY CONTROLLED ORGANISATION

Research Collaboration Agreement:

Details of the Parties

This collaboration agreement (the Agreement) is entered into as of the date of agreement listed below.

The agreement should be between the research team undertaking the project and with the Aboriginal Community Controlled Health Service or Aboriginal Reference Group.

Project Name:
Date of Agreement [date signed]:

[Insert full name of Party 1]:	
Short name of Party:	
Address:	
ABN:	
Person Responsible:	
Position:	
Email:	
Phone:	
Who is responsible for the project?	
What are their contact details?	

[Insert full name of Party 2]:	
Short name of Party:	
Address:	
ABN:	
Person Responsible:	
Position:	
Email:	
Phone:	
Who is responsible for the project?	
What are their contact details?	

Date of commencement of project:
Date of completion of project:

Key personnel:	Institution:	Role:

Funding and/or other resource details: [Outline the budget, attached the funding grant, payment schedule, reimbursement, payment of participants]

- Who is funding the research and what will the funding cover (e.g. human resources, equipment, office space)?
- Will there be any opportunity for employing and training Aboriginal and Torres Strait Islander individuals?
- What will the communities or organisations be expected to pay for?
- What is expected 'in-kind' (e.g. use of the community's time or organisation's time, resources, equipment)?
- Outline timeframes, budget and milestones.
- Is the project on track in terms of time frames, budget and milestones?

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Project Details:

Aims of the Research: [Outline clearly what the aims and objectives are of the research]

- Is there a clear description (plain or local language) of the research project?
- When will the research start? Is this negotiable?

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Benefits: [Outline clearly the benefits to the participants, broader Aboriginal and/or Torres Strait Islander population and to both parties involved. This must be negotiated between both parties.]

- The research addresses and overcomes an identified issue.
- The risks have been identified, assessed, and mitigated.
- There will be a net benefit after considering known negatives and potential risks.
- Is there a risk management strategy to deal with counselling for trauma or difficulties that the participant may experience as part of the research?
- Outline how the project has been co-designed with the Aboriginal community.

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Key Milestones:

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Aboriginal Governance: [Clearly outline how the Aboriginal community will play an ongoing role for this project]

- Who will be on the steering or advisory committee, if there is one?
- Does the project plan include regular feedback meetings to allow regular discussions between researchers, participants, organisations and other community members?
- What opportunities are there for checks and balances? For example, will the researchers be reporting to and liaising with the community or organisation at each step in the research journey?
- What stage is the HREC ethics approval up to? Has the research proposal been submitted to an HREC and received ethics approval?

Roles and responsibility of Party 1 [Insert Name]:

Roles and responsibility of Party 2 [Insert Name]: Participating organisations and community/ communities

Data: [Outline all relevant information with regards to data collection, ownership, analysis and storage]

- Explain why the information is being collected and how it will be used.
- Outline provisions for additional consent for any future changes to the agreed use of the information or agreed research design.
- Identify who will or is likely to have access to the information.
- Include a provision for the withdrawal of consent.

- Outline the requirement for future consent for use of information or biological materials for the 'piggyback' or other research not explicitly covered by initial agreements.
- Outline at a minimum, the following:
 - Storage and archiving of data
 - Access to data and security
 - Publication procedures and protocol
 - Changes in the proposed use of the data
 - Community ownership of blood or tissue samples gathered during the project
 - Negotiation over the disposal and storage of raw data
 - Publication and appropriate acknowledgement
 - The terms on which a community may exercise a right to veto or edit publication of sensitive information.
 - Is this data being linked to any other data?
- How may the data be used in the future? Who may use the data? Who is the contact for this?
- Who owns the data?
- Are photographs or videos going to be taken and why? What happens to these at the end?

Capacity strengthening activities/ strategies:

Communication and media strategy:

Copyright and intellectual property management:

- The Aboriginal community, an ACCHS or appropriate alternative Aboriginal organisation are recognised as having:
 - Ownership of the data provided to researchers
 - Ownership of the data resulting from the research (eg. Ariging from the collation and analysis of original data)
 - Rights over the reporting and publication of the results and findings from the research
 - An ongoing role in monitoring the implementation of research.

- Vesting these rights in the Aboriginal community affected
- The community may transfer the rights or grant a license for the use of data or results as part of this agreement.
- Authorship opportunities

Dissemination process, including to communities and key stakeholders:

- How will the findings and outcomes from the project be translated into policy, practice and/or service delivery?
- What are the outcomes so far?
- How will the results of the research be published?
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Knowledge translation processes: [Outline clearly what these processes are]

Suspending/ Ceasing the research: [Outline clear the processes of ceasing the research project]

- Are there agreed arrangements for suspending or stopping the research?

Documents attached:

- CVs for the project team
- A letter of support from the AH&MRC, *if the project is statewide or drawing statewide conclusions.*
- Terms of reference for the Aboriginal reference group, if applicable.
- A Human Research Ethics Application Form <https://hrea.gov.au/>
- A Research Protocol
- Participant Information Statements
- Consent Forms

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- Approval Letters from other HRECs
- Research Tools:
 - Surveys, questionnaires, interview questions, focus groups and other data collection methods/ tools.
- A summary of attachments.